

Changing Font Styles

The following information provides some tips regarding using fonts in presentations:

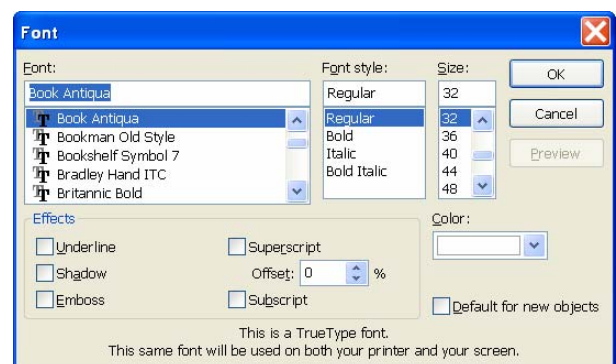
- ❖ The chosen font will affect how the message is received.
 - Choose a more serious font like Times New Roman for conservative audiences or serious messages.
 - Choose a "fun" font like Comic Sans MS for a lighthearted message.
- ❖ Serif fonts— such as Times New Roman and Georgia— are easier to read for large amounts of text,
- ❖ Sans serif fonts— such as Arial and Verdana— are cleaner and tend to make better titles and headlines easier to read.
- ❖ When designing for online or slide viewing, use fonts that look good online.
 - The Verdana, Tahoma, and Georgia fonts are designed specifically for online viewing.
 - Arial and Times New Roman also work well.
- ❖ Contrast font colors sharply with the background to ensure readability.
- ❖ Use bold and italic for emphasis only— heavy use diminishes their effectiveness.
- ❖ Each font has a personality, so consistency is important.
 - Changing fonts frequently, might not present a consistent message to the audience.
 - Try to use no more than 3 to 4 different fonts in a presentation.
- ❖ If the presentation is going to be shown on a different computer, make sure to save the fonts— or embed them— in the presentation.

Changing the Font Style

There are several different ways to change the font in PowerPoint, such as using the Formatting toolbar or the Font dialog box. Each template for PowerPoint presentations has default font styles. Changing font styles on the slide master can change the font styles for the presentation. The font type, style, size, and color, for title text, five levels of body text, and footers can be customized. Effects such as shadowing or embossing may also be added. When you want unique font styles for your title slides (title and subtitle text), change the title master.

Changing the Font Using the Font Dialog Box

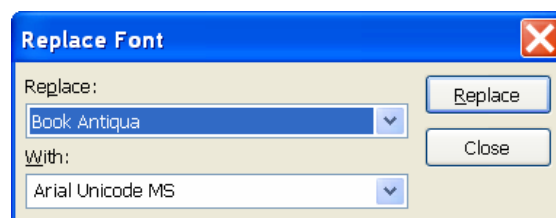
- ❖ Open the presentation for which the fonts are to be changed.
- ❖ Choose the text for which the font is to be changed.
- ❖ Choose **Format** from the **Menu Bar**.
- ❖ Choose **Font** from the list of choices.
- ❖ The **Font** dialog box will appear (see illustration at right).
- ❖ From the **Font** list, choose the desired font.
 - The TT to the left of a font name identifies the font as a True Type font.
 - True Type fonts are scalable.
 - True Type fonts can be set at any point size.
 - These types of fonts display the same on the screen as they do when printed.
- ❖ From the **Font Style** list, select any of the options to apply to the font.
- ❖ To remove styles from text, choose **Regular** from the list under Font Style.



- ❖ From the **Size** list, do one of the following:
 - Select any size from the list.
 - Type a font size into the **Size** box right under the word **Size** and then press **Enter**.
- ❖ In the **Effects** group, select any effects to be added to the text. These effects include the following:
 - **Underline** – Use this option to underline the selected word or words in the slide.
 - **Shadow** – This option is used to apply a shadow to the selected text.
 - **Emboss** – To make the text appear as though it is raised on the page, choose this option.
 - **Superscript** – This option is used to raise the selected text above the baseline and make the text smaller.
 - **Subscript** – Use this option to lower the selected text below the baseline and make the text smaller.
- ❖ To change the color of the text:
 - Click the list arrow on the right of the **Color** list box and click the desired color.
 - To get a list of additional colors, click the **More Colors** button.
 - Choose a color and then click **OK** to exit this dialog box.
- ❖ To set these changes as the default for all new objects in a presentation, click the check box beside **Default for new objects**.
- ❖ Once all the changes have been made, click the **OK** button to exit the dialog box and apply the changes.
- ❖ Click the **Cancel** button to exit the dialog box without applying the changes.
- ❖ Click the **Preview** button to see how the changes will appear in the presentation. You may have to move the dialog box in order to see the changes.

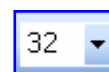
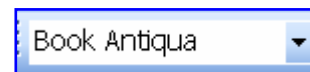
Replacing Fonts for the Whole Presentation

- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Replace Fonts** from the list of options.
- ❖ The **Replace Font** dialog box will appear.
- ❖ Click the **Replace** drop-down arrow to choose the font that is to be replaced.
- ❖ Click the **With** drop-down arrow to choose the font to replace the chosen font.
- ❖ Click the **Replace** button to make the changes and close the dialog box.
- ❖ Click the **Close** button to exit the dialog box without making the changes.



Changing the Font Using the Formatting Toolbar

- ❖ Move to slide where the font is to be changed and then select the text for the heading of that slide.
- ❖ Click the **Font** drop-down arrow on the **Formatting** toolbar (see illustration at right).
- ❖ Scroll through the list to look at the fonts.
- ❖ Click on a font that you think would look nice in the presentation.
- ❖ Click the **Font Size** drop-down arrow on the **Formatting** toolbar (see illustration at right).



- ❖ Click on the desired **Font Size**.
 - The font name and size should be changed in your document.
 - The font name and size will appear in the boxes on the **Formatting** toolbar.
- ❖ To add a style or effect to the text, click the appropriate button, such as **B** for Bold, *I* for Italics, U for Underline, and **S** for Shadow.
- ❖ To change the color of the font, click the **Font Color** icon on the **Formatting** toolbar (see illustration at right).
- ❖ When the list of colors appears, choose a color.
- ❖ For additional colors, click the **More Colors** button.

